

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

UNDERSTANDING YOUR HEALTH INFORMATION

Ko'olauloa Health Center uses your health information for:

- Planning your care and treatment;
- Documenting the care you receive;
- Communicating with other health professionals involved in your care;
- Assessing and continually working to improve the care we provide;
- Obtaining payment for services rendered; and
- Verifying that the services billed to your health insurer or other third-party payers were provided.

Your health information may include data regarding your family, social, educational, and other information provided by you and is maintained in your health record.

Your record may also contain your screening and test results, immunization record, diagnoses, treatment, and a plan for your ongoing care. Medical and hospital reports, and other information obtained with written permission may be part of your record.

YOUR HEALTH INFORMATION AND PRIVACY RIGHTS

The records of your examination and treatment at Ko'olauloa Health Center are the physical property of the Center, and the information contained in those records belongs to you. You have the right to:

- Receive confidential communications related to your health information;
- Ask that certain health information not to be shared with particular people or entities. We will consider your request but may not be able to comply with your requested restriction if it is against the law or disclosure is necessary to obtain payment for services rendered by Ko'olauloa Health Center;
- Ask to add or correct information contained in Ko'olauloa Health Center records;
- Obtain a written report on when and why your health information was shared and for what purposes the information was shared; and
- Obtain a paper copy of this Notice of Privacy Practices upon request, even if you had previously agreed to receive the Notice electronically.

RESPONSIBILITIES OF KO'OLAULOA HEALTH CENTER

Ko'olauloa Health Center is required by law to:

- Maintain the privacy of your protected health information within the law, rules and regulations governing the privacy and disclosure of such information;
- Inform you of how your information may be used and disclosed;
- Inform you of your rights with respect to the use and disclosure of your information;
- Inform you that you may exercise your rights including how to make a complaint;
- Provide you with this Notice which describes our legal duties and privacy practices regarding information we collect and maintain about you; and
- Notify you if a breach of your health information occurred.

We shall abide by the terms of the Notice of Privacy Practices currently in effect. However, should our privacy practices change, we reserve the right to make the new provisions effective for all health information we

maintain. Any significant change will be reflected in a revised Notice of Privacy Practices which will be made available on our after the effective date of the change on our website.

How to Get More Information, File a Complaint or Report a Problem

If you have any objections, questions, or complaints, please contact the Ko'olauloa Health Center Privacy Officer, Dr. Lum at (808) 293-9231 ext. 2015 or Security Officer, Terrence Aratani at (808) 293-9231 ext. 1007. If you feel that your privacy rights have been violated, you also have the right to complain to the U.S. Department of Health and Human Services, Office for Civil Rights at the following address:

Region IX, Office for Civil Rights
U.S. Department of Health and Human Services
50 United Nations Plaza-Room 332
San Francisco, CA 94102
Phone: (415) 437-8310
Fax: (415) 437-8329
TDD: (415) 437-8311

The complaint must describe the violation of your privacy right and the date on which you believe the violation to have occurred.

Individuals may file a complaint without fear or retaliation or decrease in the quality of services received from the Ko'olauloa Health Center.

By signing below, I acknowledge that I have received and have reviewed and understand the foregoing Notice of Privacy Practices.